



# COCONINO COUNTY ARIZONA

## BOARD OF SUPERVISORS

October 20, 2005

TO: Prospective Bidder - Tax Deeded Land

FROM: Anna Whorton, Chief Deputy Clerk

RE: INSTRUCTIONS TO BIDDERS – UPDATED EFFECTIVE 10/18/2005  
*If you have bid previously, please note **CHANGES TO INSTRUCTIONS.***

1. Parcel list and bid form are available by request to this office or at the County Web site, <http://coconino.az.gov/boardofsupervisors/taxdeed.asp>.
2. A written bid must be submitted to the Clerk of the Board, 219 E. Cherry, Flagstaff, AZ 86001. It may be mailed, faxed or emailed, but it will be considered a sealed bid until the time set for opening. A bid received electronically will be printed and sealed into an envelope by the Clerk.
3. Any bids received by the Clerk will be opened each Friday.
4. All bids must be at least the Minimum Bid shown on the parcel list.
5. **NEW** - The highest bid for each parcel will be accepted and the successful bidder notified by the following Monday.
6. **NEW** - Payment for the land in the form of cash or cashier's check made to Coconino County must be received in the Clerk's Office ***before the successful bid is recommended to the Board of Supervisors*** for consideration at a regular Board meeting. This may take up to 4 weeks, during which time the parcel will be held for the bidder.
7. After approval by the Board, a Deed will be prepared by the Clerk and signed by the Chairman and Clerk of the Board in the name of the purchaser.
8. The Deed will be recorded in the County Recorder's Office by the Clerk of the Board to complete the transfer of property. The original Deed will be returned to the purchaser following recording.
9. Payment for the land must be made in full by cash, cashiers check or money order made payable to Coconino County.
10. **NEW - Each parcel will be recorded on a separate deed.** A separate check or cash in the amount of \$14.00 for ***each parcel*** to be recorded is due, payable (if by check) to The County Recorders Office. If more than one parcel is purchased, the total for land purchase may be paid by one instrument, and the total for recording fees by one instrument.

If you should have any questions, please contact this office at (928) 779-6694 or (928) 779-6693; by fax at 928-779-6687; or by email to [awhorton@coconino.az.gov](mailto:awhorton@coconino.az.gov).